

WARDEN MESSAGE

October 28, 2009

Embassy of the United States of America

Consular Section

2, Al-Mansour St., Abu Roumaneh

P.O. Box 29, Damascus, Syria

Tel: (963-11) 3391-4444, Fax: (963-11)

331-9678

E-mail: acsdamascus@state.gov

Website: <http://damascus.usembassy.gov>

This message is intended for the American community in Northern Syria. If you have any questions, please contact the Consular Section at the above address. If you wish to be added to our e-mail distribution, we invite you to complete the registration process through our new registration website. To access the site, please enter the following link <http://travel.state.gov> or go directly to <https://travelregistration.state.gov/ibrs>

Aleppo, Hama, Lattakia, Jableh, Hassakeh, and Qamishly

WARDENS: *Please transmit this message as soon as possible to American citizens in your zone.*

OTHER WARDENS: *Transmission of the following announcement is not mandatory.*

MESSAGE TEXT

American Citizen Services in Aleppo on November 16, 2009

Consular officers will be available for American citizens at the ICARDA International School in Aleppo on Monday, November 16, 2009, between 8:30 a.m. and 3:00 p.m. in order to provide the following services:

Passport Services

- * Collection of US Passport renewal applications

- * Registration of newborn children. (We strongly recommend that you contact the Consular Section in advance of your visit to ensure you have the proper documents at hand.)
- * Collection of US Passport applications for insertion of additional pages

Notarial Services

- * Document notarizations

Miscellaneous

- * Limited Petition Filing for US citizens living permanently in Syria. (We strongly recommend that you contact the Consular Section in advance of your visit to ensure you have the proper documents at hand.)
- * Any other issues or concern of interest to the American community in Aleppo, Hama, Latakia, Jableh, Hassake and Qamishly.

Note: The Consular Officers will not be able to discuss individual nonimmigrant or immigrant visa cases. The Consular Officers cannot accept nonimmigrant visa applications, however we direct you to the new online appointment system at: http://damascus.usembassy.gov/non-immigrant_visas/untitled.html.

For questions concerning individual nonimmigrant and immigrant visa cases, the public is invited to contact the consular section at nivdamascus@state.gov and ivdamascus@state.gov

Information on required documents, photographs requirements, and fees can be found on the U.S. Embassy website at <http://damascus.usembassy.gov> or by contacting the consular section by telephone or via acsdamascus@state.gov

Most services require you to bring **original documents plus photocopies of all documents you present**, including, but not limited to, your passport and other identity documents; the passports, marriage and divorce certificates of parents seeking services for their children; and birth certificates. There is no photocopier immediately available in the room where the Consular Officers will be conducting business.

Passport applications for minors under the age of 16 require the presence of the minor and their parents along with documents to establish identity, proof of citizenship and proof of relationship. Both parents must appear together and sign the application before a consular officer; or one parent may appear in person to sign and submit the other parent's statement notarized in the United States or at a U.S. Embassy abroad; or one parent may appear, sign, and submit primary evidence of sole legal authority.

Minors age 16 and 17 may apply in person with their own identification, but for security reasons, parental consent **may** be required. If your child does not have identification of his/her own, a parent will be required to accompany the child and present identification.

Please bring exact change for services required. The fee schedule is listed below. Some immigration fees must be paid only in U.S. dollars.

	NOTARIAL SERVICES	DOLLARS	SYRIAN POUNDS
41	NOTARIAL (AFFIDAVIT OF SUPPORT, ETC.)	30.00/20.00	1380/920
43	CERTIFIED COPY	30.00/20.00	1380/920
47	AUTHENTICATION	30.00	1380

CODES	PASSPORT SERVICES	DOLLARS	SYRIAN POUNDS
01	PASSPORT APPLICATION (DS-11)	25.00	1150
02	PASSPORT ISSUANCE (ADULT)	55.00	2530
02	PASSPORT ISSUANCE (ADULT DSP-82)	55.00	2530
03	PASSPORT ISSUANCE (MINOR)	40.00	1840
08	REPORT OF BIRTH ABROAD	65.00	2990
09	PASSPORT SURCHARGE	20.00	920

CODES	DHS SERVICES	DOLLARS	SYRIAN POUNDS
86	FILLING I-212	545	
81	FILLING I-130	355	
84	FILLING I-360	375	
82	FILLING I-600	545	
83	FILLING IV WAIVER	545	
85	FILLING I-131 PAROLE	305	

NOTE: \$ 1 = 46 SYRIAN POUNDS